

APPLICATION FOR TERMINAL INSPECTION

CHP 365 (Rev. 3-04) OPI 062

Available at www.chp.ca.gov under Publications/Forms

Mail completed application to:

California Highway Patrol
Accounting Section
P.O. Box 942902
Sacramento, CA 94298-0001



The CHP recommends that upon completion of this Application for Terminal Inspection, you make a copy for your records prior to mailing the original to the CHP. Please type or print clearly. **Please read the instructions beginning on page 2 before completing this application.** For assistance, contact your regional CHP Motor Carrier Safety Unit (see page 4). Please do not call the CHP Accounting Section.

PART 1. MOTOR CARRIER IDENTIFICATION

California carrier identification number (CA number) CA _____ (Application cannot be processed without this number. If none, see instructions.)

☐ Individual ☐ Partnership ☐ Corporation ☐ Limited Liability Company (LLC)

Legal Name: _____

Doing Business As (DBA name of your company): _____

Business Mailing Address: _____

Driver License Number (Individuals only): _____ State: _____

Federal Employer Identification Number (EIN) _____
(Individuals: If none, leave blank - do **not** enter Social Security Number)

Corporation Number issued by **California** Secretary of State _____
(Corporations only)

Operating Authorities and Identification Numbers of this Organization:

| USDOT Number | ICC Number | PUC Cal-T Number (Household goods carriers only) |
|---|--|--|
| USDOT | <input type="checkbox"/> MC <input type="checkbox"/> MX | Cal-T |
| USDOT: Issued by Federal Motor Carrier Safety Administration MC, MX: Issued by former Interstate Commerce Commission or current Surface Transportation Board | | |
| Cal-T: Issued by California Public Utilities Commission | | |

PART 2. CALIFORNIA TERMINAL (For multiple terminals, you may photocopy this page after completing Part 1, then complete only Part 2 on the copies.)

DBA Name at this location (if legal name not used): _____

Physical Address: _____
Street Address City Zip Code

Mailing Address (if different): _____
Street Address or PO Box City State Zip Code

Initial Inspection: Has this terminal ever been inspected under the BIT program previously? ☐ Yes ☐ No

Terminal Telephone Number: (____) ____ - ____ (Best number for inspection scheduling purposes)

Types of Operation from this Terminal:

☐ A. Truck ☐ B. Hazardous Materials ☐ D. Hazardous Waste ☐ E. Flammable Liquid Cargo Tank

Total Fleet Intrastate and Interstate Miles in California

for most Recent Full Calendar Year: _____ Calendar Year: _____
(miles) (year)

Terminal Emergency Contacts (may be different from company emergency contacts identified on CHP 362, Motor Carrier Profile)

Name: _____ Day Telephone: (____) ____ - ____ Night telephone: (____) ____ - ____

Name: _____ Day Telephone: (____) ____ - ____ Night telephone: (____) ____ - ____

CHP USE ONLY

FCN _____

County Code _____

Location Code _____

Subarea _____

If the CHP needs to clarify any of the information your organization has supplied on this application, who in your organization should be contacted by telephone for assistance?

Name (Type or print) _____ Day Telephone: (____) ____ - ____

Date this application prepared (information current as of): ____ / ____ / ____

DO NOT WRITE BELOW THIS LINE — FOR CHP USE ONLY

| Amount | Check No. | Check Date | Batch Date | Batch Number | Cashier |
|--------|-----------|------------|------------|--------------|---------|
| | | | | | |

The Biennial Inspection of Terminals (BIT) Program: California Vehicle Code Section 34501.12 establishes a mandatory inspection program relating to truck terminals, and assigns responsibility for conducting this inspection program to the California Highway Patrol (CHP). A "terminal," for purposes of this program, is a location from which trucks, truck-tractors, and their towed vehicles are based or operated. This program is commonly referred to as the "BIT Program," and the terminal inspections conducted by employees of the CHP are called "BIT inspections." The main difference between a BIT inspection and any other terminal inspection conducted by the CHP is that by law, BIT inspections are user-funded; that is, a direct fee is paid by the motor carrier for each inspection. This application is the required form to apply for BIT inspections.

BIT Program Fees: The fee for each terminal inspection is \$650 per terminal initially, due immediately upon establishing a new terminal. For each subsequent BIT inspection at the same terminal the fee is \$400 per terminal, due every two years following the initial inspection, as detailed in the next paragraph. For organizations that have only one truck or truck-tractor and/or not more than three towed vehicles (trailers, semitrailers, converter dollies) subject to this program, the fee is \$400 per terminal initially, and \$100 for each subsequent BIT inspection at the same terminal. This reduced fee applies only when the *entire company* operates no more than that number of vehicles, not when a specific *business location* (terminal) operates within that limitation.

By law, renewal applications and fees are due seven months prior to the expiration of the current inspection term. An "inspection term" is the 25-month period following assignment of a satisfactory (S) rating to the terminal. Therefore, renewal applications and fees are due 17 months after the date an "S" rating is assigned. The CHP will send one renewal notice only, to the last known address of the carrier. Whether or not a renewal notice is received by the carrier, failure to apply for a renewal inspection on time may result in a citation being issued and/or suspension of the carrier's Motor Carrier of Property Permit issued by the Department of Motor Vehicles or operating authority issued by the Public Utilities Commission. *Reference: Vehicle Code Section 34501.12*

If a terminal receives an unsatisfactory (U) rating for reasons specified in Vehicle Code Section 34501.12(h)(2), a reinspection application (CHP 365K, *Biennial Inspection of Terminals (BIT) Program Reinspection Application*) and fee will be required, and a reinspection must be conducted. This process is repeated until the terminal passes inspection by receiving a conditional (C) or satisfactory (S) rating. If a terminal receives a "U" rating for any reason other than those specified in Vehicle Code Section 34501.12(h)(2), one reinspection will be conducted within 120 days at no charge. If the terminal then receives a second consecutive "U" rating, the carrier shall pay an additional fee for each subsequent reinspection until the terminal rating is upgraded.

DIRECTIONS FOR COMPLETING APPLICATION FOR TERMINAL INSPECTION, CHP 365 (Rev. 1/04)

PART 1. MOTOR CARRIER IDENTIFICATION

California Carrier Identification Number (CA Number): This is the number assigned to your organization by the CHP. For motor carriers of property as defined in Vehicle Code Section 34601(a), this number is also used by the Department of Motor Vehicles as the number of your Motor Carrier of Property Permit. If applying for a CA number using the *CHP 362, Motor Carrier Profile*, at the same time you are completing this application for terminal inspection, leave blank. This application cannot be processed without this number. If you already have a CA number, enter it here to help expedite processing of your application. Otherwise, a number must be assigned by the CHP before processing of this application can be completed.

Individual, Partnership, Corporation, or Limited Liability Company Check Boxes: Check one only. Sole proprietorships should check "Individual" regardless of number of persons involved in ownership of the business.

Legal Name: Your personal legal name, if an individual, or company legal name if a partnership, corporation, or limited liability company. If applying for a CA number using the *CHP 362, Motor Carrier Profile*, simultaneously with this application for terminal inspection, ensure that both documents identify your organization in the same way.

Doing Business As (DBA name of your company): The business name used by your organization, if different from the legal name. Do not enter the name of a company to whom your company contracts.

Driver License Number (Individuals only): The driver license number of a motor carrier operating as an individual (sole proprietor). Include the state which issued the driver license. The application cannot be processed without this information.

Federal Employer Identification Number (EIN): Enter the EIN of your company. Individuals (sole proprietors) who do not have an EIN may leave this item blank. *Do not enter a Social Security Number.* Absence of this information from public agencies or from companies operating as partnerships, corporations, or limited liability companies will prevent processing of this application.

Corporation Number: Enter the number stamped on the upper right corner of the Articles of Incorporation, or the company's foreign corporation California registration number.

Operating Authorities and Identification Numbers of this Organization: Enter only numbers that belong directly to your firm. If you are "leased to" (contracted to) another motor carrier, do **not** enter the numbers belonging to that overlying carrier. Your assigned CA number must be displayed on both sides of your trucks *unless* your trucks display a valid USDOT number, MC number, or Cal-T number assigned to your company. To ensure your firm receives the benefit of this vehicle marking exception, the CHP needs to have your USDOT, MC, and Cal-T numbers on file so those numbers can be cross-referenced to your assigned CA number. Enter these numbers accurately and legibly. In an emergency involving your truck or truck driver, if the driver is unable to communicate, the CHP can use these numbers to quickly find the names of your *company* (home office) emergency contact persons, which you can specify using the CHP 362, Motor Carrier Profile, or your *terminal* (local) emergency contact persons, which you can specify in Part 2 of this application. Supplying the CHP with all of the requested numbers that your company possesses also helps to prevent citations and accident reports belonging to other carriers from being mistakenly associated with your company's CHP safety record.

BIT Program Fees: Submit fees (check or money order, no cash) for each terminal. Fees for multiple terminals may be combined on one check or money order, but **do not combine BIT fees with fees owed for any other purpose**, as this will result in delay in processing your application.

PART 2. CALIFORNIA TERMINAL

All California business locations from which vehicles described above are dispatched or operated in intrastate service, or in initiating, completing, or continuing the movement of an interstate load. These may include facilities owned by another business, such as a warehouse to or from which loads are transported and where the commercial motor vehicle is normally parked when not in use. "Terminal" may also include the private residence of an owner-operator or other small business utilizing commercial motor vehicles, if that is where the firm conducts business.

Physical Address - The *street or road* address of each location described above.

City - City or community name only. State is not necessary, as only locations within California need be listed.

Zip Code - The postal zip code of the terminal's physical location, whether or not the company receives mail there. The CHP uses this information to determine which CHP office serves that area.

Mailing Address - The Post Office box or other address where mail for this terminal is received, if different from the physical address.

Initial Inspection - Check yes if this terminal (under this CA number) has ever been inspected under the BIT program. Check no if this terminal (under this CA number) has never been inspected under the BIT program.

Terminal Telephone Number - Enter the telephone number of a representative of your organization who can assist in scheduling required inspections by the CHP.

Types of Operation from this Terminal - Check all that apply. The letters next to each item are used by the CHP for coding purposes. The letter "C" is missing because that code relates to hazardous materials shippers only, not carriers.

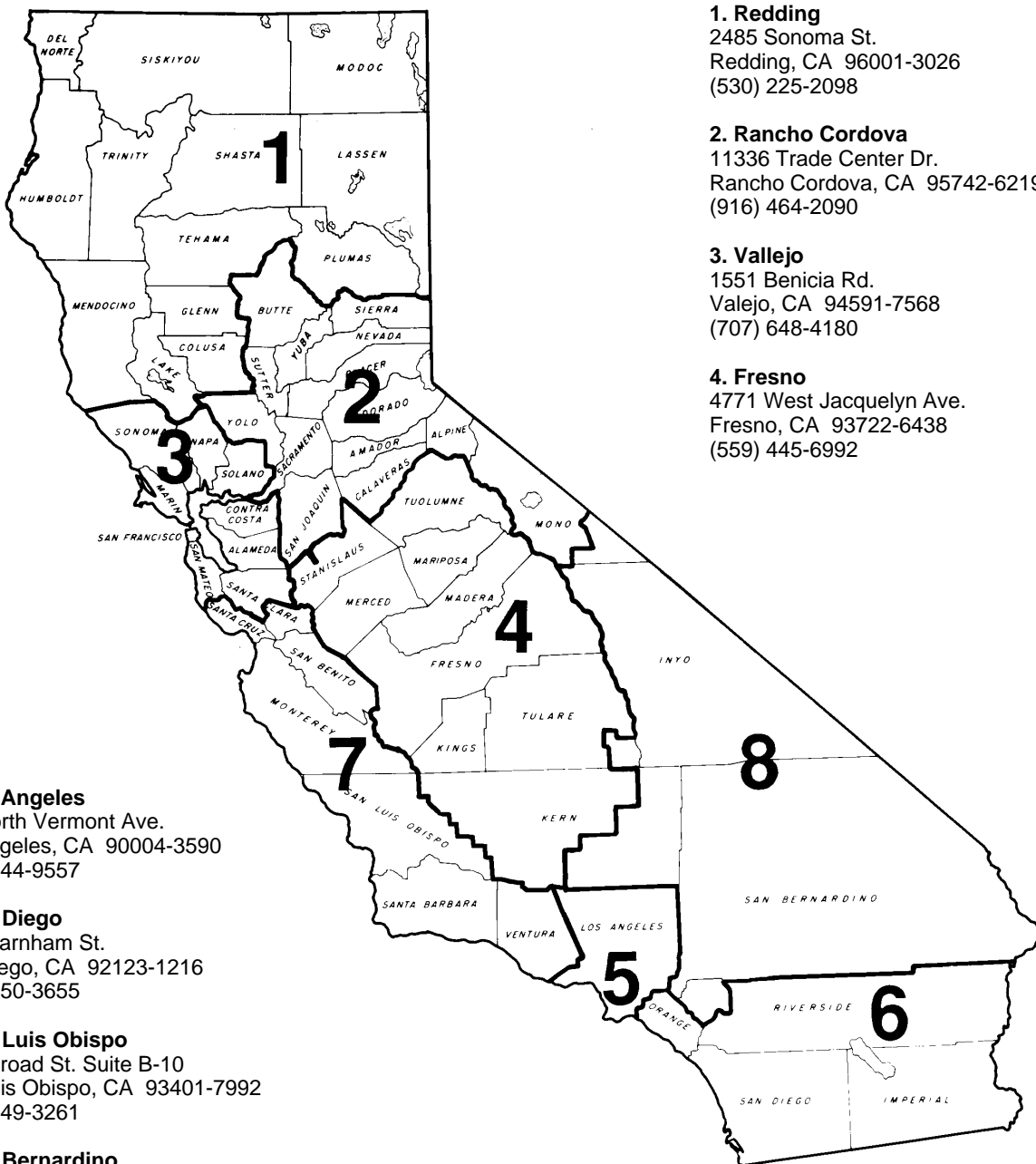
A. Truck: Check this box only if your trucks are not used to transport hazardous materials, hazardous wastes, or hazardous substances in any amount. B. Hazardous Materials: Check this box if your organization ever transports hazardous materials in quantities that require the transporting vehicle to display warning placards or that require your organization to possess a hazardous materials transportation licensed issued by the CHP. D. Hazardous Waste: Check this box if your organization ever transports hazardous waste for which hazardous waste transporter registration is required by Section 25163 of the California Health and Safety Code. E. Flammable Liquid Cargo Tank: Check this box if any of your vehicles are equipped with a cargo tank with a designed capacity of more than 120 gallons which is used to transport flammable liquids (such as gasoline or solvents) or combustible liquids (such as diesel fuel or kerosene).

Total Fleet Intrastate and Interstate Miles in California for Most Recent Calendar Year - Enter total miles traveled in California by vehicles operated primarily from this terminal location, and the calendar year to which it applies (the previous full calendar year). This item includes both interstate and intrastate trips, which may be combined and reported as a single figure. The CHP requests this information for purposes of accident and inspection statistical analysis only. It is not used by the CHP to determine any fee or tax.

Terminal Emergency Contacts - (optional, but recommended). You may enter the names of one or two on-call individuals (or an answering service), with a day and night telephone number for each, whom you would like the CHP to contact in the event of an emergency involving a truck or driver *from this terminal*. These persons should be local to the terminal with which they are identified. Note that the CHP can also store the names of two *company-wide* emergency contacts (persons associated with company headquarters rather than with a particular terminal). Your organization can designate those two persons using the *CHP 362, Motor Carrier Profile*, which can be downloaded from the Internet source identified on page 1, under the title of this application. Be aware that the CHP may contact these local representatives of your organization anytime day or night during a particular incident, or may instead use the company-wide emergency contacts mentioned above, or may use neither, depending on the circumstances of the emergency. Usually, the CHP will contact whoever the driver specifies, but if the driver is unable to provide the needed information, the CHP should be able to rely on the emergency contacts you provide on this application. The CHP recommends that your organization keep this information current as changes in your personnel occur, by contacting your nearest Motor Carrier Safety Unit shown on the reverse of this page. Be sure to specify which contact is to be deleted and who is to be the replacement, and at which terminal. Also be aware that these telephone numbers will be public information, not protected or treated as confidential numbers.

**Department of the California Highway Patrol
Motor Carrier Safety Units**

The CHP is organized in eight field Divisions, each of which has a Motor Carrier Safety Unit (MCSU) that serves a specific geographical area of the state. The MCSU nearest you is usually the one that serves your area, but if not, when you call you will be advised which MCSU is the one that serves your area. Your organization's terminals may not all be in the same CHP Division. The following map shows the approximate borders of the CHP's eight Divisions and the addresses and telephone numbers of their respective MCSUs.



1. Redding
2485 Sonoma St.
Redding, CA 96001-3026
(530) 225-2098

2. Rancho Cordova
11336 Trade Center Dr.
Rancho Cordova, CA 95742-6219
(916) 464-2090

3. Vallejo
1551 Benicia Rd.
Valejo, CA 94591-7568
(707) 648-4180

4. Fresno
4771 West Jacquelyn Ave.
Fresno, CA 93722-6438
(559) 445-6992

5. Los Angeles
437 North Vermont Ave.
Los Angeles, CA 90004-3590
(323) 644-9557

6. San Diego
9330 Farnham St.
San Diego, CA 92123-1216
(858) 650-3655

7. San Luis Obispo
4115 Broad St. Suite B-10
San Luis Obispo, CA 93401-7992
(805) 549-3261

8. San Bernardino
847 East Brier Dr.
San Bernardino, CA 92408-2837
(909) 806-2414